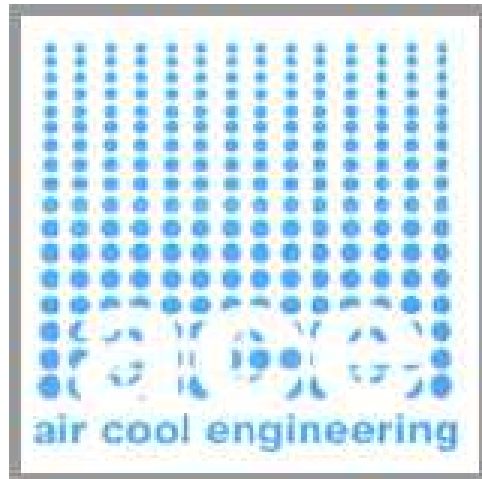


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**Air Cool Engineering  
(Midlands) Ltd**

**Tel: 0121 711 4700**



# **Health, Safety and Environmental Policy**

**April 2009**

*(Next Review - April 2010)*

*Produced by:*

**MECsafe Compliance Services**

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## 1.0 COMPANY POLICY STATEMENT

It is company policy to comply with the Health & Safety at Work Act 1974, by taking all the necessary measures to ensure the health, safety and welfare of all employees and third parties who may be affected by the company's activities.

It is the policy of the Company to provide adequate resources and funding, and to employ competent persons to meet the company commitment to health & safety.

All levels of management will actively promote and support this health & safety policy to ensure effective organisation and arrangements for its implementation.

This company recognises the responsibilities as an employer to undertake all that is reasonably practicable to:-

- Provide and maintain a safe working environment for employees without risk to health.
- Ensure plant and equipment provided is safe to use and ensure safe systems of operation are provided.
- Ensure all articles and substances have been assessed prior to use, stored and used safely.
- Ensure the co-operation and co-ordination with other employees, occupiers, contractors and the self-employed.
- Plan all work to ensure that company work sites and activities are adequately prepared and resourced.
- Provide adequate safety information, supervision and training.
- Provide suitable and adequate welfare facilities.
- Monitor and regularly review the performance of activities against this safety Policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Ensure all company employees fully cooperate and support this policy.
- Consult with employees on the health, safety and welfare matters.
- Seek external Health & Safety advice as necessary, to enable the Company to comply with the statutory legislation.
- Give due consideration to any adverse impact of the Company's activities on the environment.
- Review the effectiveness of this Policy at least every 12 months, or when significant new legislation has to be taken into account.

**Signed:** .....

**Dated:** April 2009

**Mr D Clews - Director Responsible for Health and Safety**

## 2.0 ORGANISATION – DUTIES AND RESPONSIBILITIES

### 2.1 Managing Director

Mr D Clews, the Managing Director has the ultimate responsibility for the health, safety and welfare of the company and that of the company employees.

Mr Clews is responsible for, but not limited to:-

- Ensuring that the company complies with its statutory obligations.
- Providing adequate financial resources and ensure they are applied to implement the requirements of this policy.
- Ensure all levels of management understand, actively support and implement the Health and Safety policy and procedures and are sufficiently competent to comply with their duties within health & safety law.
- Ensure this policy is reviewed when necessary.

### 2.2 Director Responsible for Health & Safety

Mr D Clews, the Director Responsible for Health & Safety has the day to day responsibility to ensure that company health and safety policy requirements are being met in all company operations.

Mr Clews is responsible for, but not limited to:-

- Establishing appropriate systems and procedures to ensure compliance with the company health and safety policy, statutory health and safety law and codes of practice.
- Ensure that all levels of staff receive adequate and appropriate health and safety information, instruction and training.
- Ensure that all company employees receive adequate and appropriate supervision.
- Ensure the provision of all the necessary resources and equipment to carry out works safely and ensure all such equipment is tested and inspected in compliance with statutory requirements and codes.
- Ensure all employees are provided with the necessary training and instruction to operate machinery, tools and equipment.
- Ensure all electrical installations and equipment (including portable tools & equipment) used by the company is tested, inspected and records maintained in compliance with statutory requirements and codes.
- Monitor company activities in relation to health and safety compliance with company policy and statutory health and safety law and codes of practice.
- Hold periodic health and safety meetings to review company health and safety performance.
- Ensure all employees are consulted on health and safety matters when necessary.

## 2.3 Estimating & Design

Mr V Neidzwiedz, the Estimating & Design Manager is responsible for, but not limited to:-

- Ensuring that the Company complies with its statutory obligations when tendering for work.
- Ensure all designers and surveyors employed by the company are competent.
- Ensure design risk assessments are prepared for all design work carried out by the company or on behalf of the company.
- Ensuring the tendering process takes into consideration those duties required under the CDM Regulations and that adequate funding for health, safety and welfare resources have been included within tenders.
- To ensure the design team cooperate with other designers on company projects.

## 2.4 Managers

Mr Mike Price, Mr P Bevan, Mr I Dixon, Mr D Steele and Mr A Spencer are responsible for the practical implementation of Health & Safety on all work sites.

The Managers are responsible for, but not limited to:-

- Actively promoting Health & Safety on sites under their control.
- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for projects.
- Maintain health & safety records and accident reports, records, documentation and project specific health and safety information.
- Obtaining health & safety information from Sub-Contractors.
- Maintaining the Company accident book and reporting to the HSE when required.
- Ensure the suppliers of plant and equipment provide the necessary maintenance records and health and safety information.
- Prepare and maintain health & safety records, risk assessments and check lists.
- Co-operating with the client on matters concerning health, safety and welfare.
- Ensuring Safety Method Statements, Risk Assessments and COSHH Assessments are prepared available on site and that the necessary control measures are in place with information provided to operatives prior to commencement of their work.
- Ensuring that induction safety training and site safety rules are brought to the attention of all employees, Sub-Contractors and self-employed who work on behalf of the Company.
- Providing suitable and sufficient protective clothing and equipment to employees when required, ensuring its proper maintenance, use and appropriate means of storage are available at the workplace.
- Ensuring fire prevention and emergency procedures are implemented and fully understood by all operatives on site.
- Taking appropriate measures to prevent the entry of any unauthorised persons onto the site of work.

- Ensuring work activities and misuse of work equipment / PPE do not endanger or put at risk any site operatives, occupiers or existing premises or members of the public.
- Ensuring adequate and sufficient welfare and first aid facilities are made available.
- Ensuring that persons under 18 years do not drive or operate any item of mobile plant or equipment.
- Ensuring all equipment and plant brought onto the site is accompanied with relevant statutory inspection/test certificates and that operators employed are competent with regard to its use and maintenance.
- Ensuring that any electrical supply is installed by a competent person and maintained in a safe manner.
- Ensuring that the impact of noise of the local environment and exposure to operatives is reduced to the lowest level, as far as reasonably practicable.
- Ensuring waste materials are disposed of correctly and where appropriate, by registered waste disposal carriers.
- Investigating and reporting all major injuries and dangerous occurrences.
- Ensuring regular workplace inspections are carried out by responsible Supervision and when required by the company independent Safety Advisors.
- Co-operating with and taking immediate action with regard to any requirement of the Health & Safety Executive or the Company's appointed independent Safety Inspectors.
- Monitoring the performance of employees, Sub-Contractors and the self-employed in regard to compliance with the Company Health & Safety Policy.

## 2.5 Site Supervisors

Site Supervisors are accountable to the Managers and have a responsibility to ensure all work is carried out in a safe manner and in compliance with the Company Health & Safety Policy.

Site Supervisors are responsible for, but not limited to:-

- Ensuring that all operatives under their control conduct their activities in a safe manner and comply strictly with the site rules in force, following safety Method Statement instructions, ensuring employees comply and fully use the necessary Health & Safety methods of control/safe systems of work.
- Ensuring that any work activity does not expose any risk to the health and safety of employees, other contractors in the immediate vicinity or members of the public.
- Ensuring that any defective plant or equipment is reported and taken out of use if the defects affect safe use.
- Ensuring fire-fighting equipment is nearby when carrying out "hot work" activities.
- Ensuring that personal protective equipment is used as required by site rules and/or procedures and through observational checks arranges to replace and or have maintained defective equipment.

- Assisting the Company/Client Safety Advisors by providing appropriate action on their recommendations.
- Immediately reporting any accident, loss of plant/equipment however minor to the Contracts Manager
- Co-operating with any instruction given by any appointed Safety Advisor.
- Maintaining a clean and tidy site at all times, taking necessary precautions to ensure minimal impact on the environment.

## 2.6 All Employees

All employees (including Sub-Contractors) have a responsibility to co-operate with the Company and its employees, to enable them to comply with Health & Safety legislation.

Employees (including Sub-Contractors) are responsible for, but not limited to:-

- Have a duty to take reasonable care of their own safety, and or any other person(s), who may be affected by their work activities.
- Not misusing or interfering with anything provided with regard to safety, health, welfare and fire. Use and/or wear PPE as instructed. Look after and maintain equipment issued and request replacement when necessary.
- Complying strictly to all site rules and safe working procedures and only operate plant and equipment for which they are trained.
- Using the correct tools and equipment for the task, reporting defective equipment.
- Employees misusing personal protective equipment will be subject to disciplinary action by the Company.

## 2.7 Sub-Contractors

All Sub-Contractors employed or engaged to carry out the work shall:-

- When required, provide the Company with Risk Assessments and Safety Method Statements, and make adequate arrangements for subsequent inspection and monitoring of work activities.
- Comply with all provisions contained in the Company Health & Safety Policy.
- Comply with the arrangements, emergency procedures and regulations specified in the site rules.
- Ensure that their activities are carried out safely and without risk to health, and that such activities are conducted strictly in accordance with current Health & Safety legislation and best practices.
- Report all accidents, injuries and “near misses” to the Manager /Site Supervisor.
- Ensure that all operatives are competent and are adequately supervised.
- Ensure that only authorised employees and Sub-Contractors having received a site induction talk are engaged in site work activities.

- Comply with instructions given by the Company/Client Safety Advisors.
- Sub-Contractors employing 5 or more persons will be issued with a Sub-Contractor H&S specification sheet from the Site H&S Journal.

## 2.8 Health & Safety Administrator

The Health & Safety Administrator has the day to day responsibility to ensure that the company health and safety policy documents are being prepared and provided on sites, and is accountable to the Director Responsible for Health & Safety.

The Health & Safety Administrator is responsible for, but not limited to:-

- Ensuring sufficient supplies of site safety folders / journals and their contents are readily available for projects.
- Maintain health & safety records and accident reports, records, documentation and project specific health and safety information.
- Obtaining health & safety information from Sub-Contractors.
- Maintaining the Company accident book and reporting to the HSE when required.
- Ensure the suppliers of plant and equipment provide the necessary health and safety information.
- Prepare and maintain office health & safety records and frequent user display screen assessments and check lists.
- Ensuring fire prevention and emergency procedures are implemented and fully understood by all.

## 2.9 Company Health & Safety Consultant

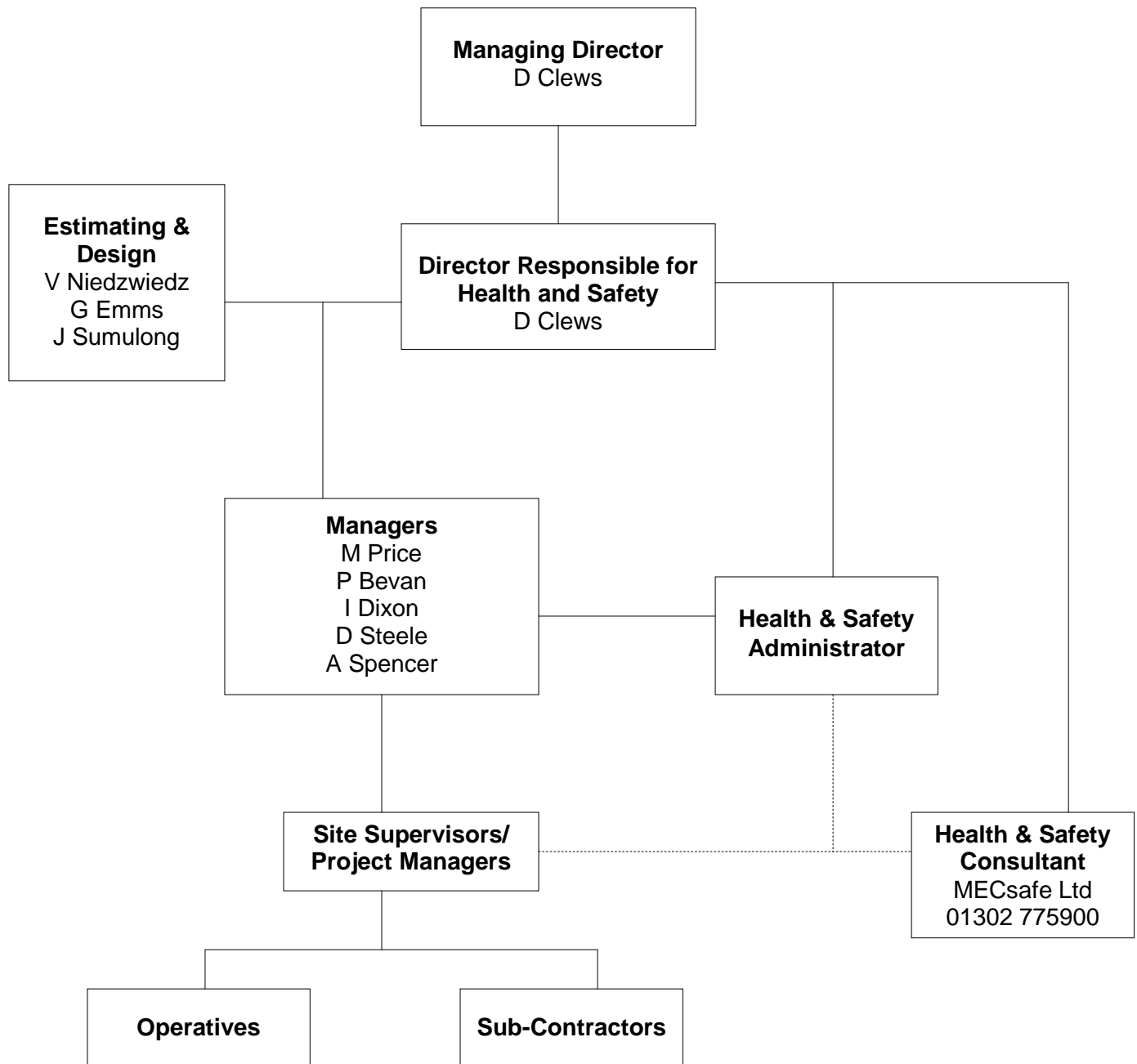
The Company have engaged the services of MECsafe Limited.

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- When requested, carry out periodic health & safety site inspections of site activities & working procedures.
- To attend site based Health & Safety or any ad-hoc meetings as and when required.
- To assist, advise & investigate accidents, incidents or occurrence & advise on corrective action plan
- To advise & deliver health & safety training requirements.
- To advise where other contractors activities may be hazardous to site operations.
- Provide ongoing advice and assistance on health & safety matters.

**Organisation Chart (Health & Safety)**

The following organogram illustrates the hierarchy of the Company management structure with regard to Health & Safety.



Line of responsibility and communication \_\_\_\_\_

Line of communication only -----

### 3.0 ORGANISATION – COMMUNICATION & PERSONNEL RESOURCES

#### 3.1 Competency

- The Company will ensure that when selecting personnel and Sub-Contractors, due regard as to their competency in health and safety will be taken into account. The Contract Manager is responsible for the verification of trade and health & safety competency within their individual work areas.

#### 3.2 Recruitment

- All employees, Sub-Contractors and self-employed persons will be required to attend Company safety inductions.
- Young persons under the age of 18 will be informed of the statutory restrictions of work they are unauthorised to carry out, a young persons risk assessment will be produced where necessary.

#### 3.3 Information, Instruction & Training

- The principal source of Health & Safety information ie: relevant Health & Safety legislation, approved codes of practice and guidance is obtained from the HSE web site.
- Health & Safety information and general Health & Safety rules will be clearly displayed on site / office notice board, also relevant information for office staff will be displayed in the head office.
- Training and refresher training of all Company employees will be an on-going exercise; Managers/Supervisors & Nominated Foremen are to receive general health & safety awareness training. New employees are to receive pre-start induction training and task specific health and safety training as required. All training certificates and company health & safety induction records are to be filed in each employee's personnel record folder.

#### 3.4 Consultation

- Under the Health and Safety (Consultation with Employees) Regulations 1996, all employees including the self-employed:-
  - Have access to the Company Health & Safety Policy and all relevant Health & Safety Information.
  - Can discuss concerns over safe working conditions with any member of staff.
  - Are encouraged to discuss and offer advice on matters which affect their health and/or safety.
  - Given an opportunity to discuss any Health & Safety matters with visiting inspectors.
  - Are encouraged to consult directly with the appointed Company Safety Advisor.

#### 3.5 Health & Safety Committee

The Company shall ensure that when requested, employees and the self-employed are able to discuss Health & Safety matters.

## 4.0 POLICY ARRANGEMENTS

### 4.1 Hazard Identification

- The Company recognises the commitment to anticipate foreseeable significant hazards, to assess the risks and to plan preventative protective measures of control.
- The common tasks associated with the Company's activities where hazards may arise are:-

Abrasive wheel cutters	Lifting equipment
Access and egress	Material handling
Access equipment/ladders	Mobile elevated work platforms
Asbestos	Mechanical installations
Cartridge operated tools	Noise
Compressed air	Other Contractors Interface
Client/Public Areas Access	Use of power tools & machinery
Temporary electrics	Vehicles
Fire	Work at height
Fuels, gases and flammable substances	Fork lift trucks
Hazardous substances	Painting
Grinding Machines	Use of mobile cranes
Hand tools	
Hoists	

### 4.2 Risk Assessments and Safety Method Statements

- Formal written Risk Assessments and Safety Method Statements will be provided for all Company work activities and where necessary for other unusual issues ie emergency planning etc. Sub-Contractors will provide Risk Assessments and Safety Method Statements on request, and/or adhere to Safety Method Statements issued by the Company. Where applicable, young persons risk assessments are to be produced and provided to the relevant parties.
- The Managers are responsible for the planning and preparation of risk assessments and applicable control measures for all works that occur on their respective projects.
- Risk levels will be identified using High/Medium/Low/Insignificant categories with a Revised Risk Level determined by reconsidering the hazards in the controlled environment.

### 4.3 Manual Handling / Work Related Upper Limb Disorders

- The Managers are responsible for preparing assessments that are required for work tasks in their respective departments. Assessments will identify the level of risk (High/Med/Low/I) that any given task produces and the Residual Risk after suitable and sufficient control measures to combat such risks are applied.
- The control measures will be, wherever practicable, to identify suitable and sufficient means of avoiding the need to manually handle and to identify and utilise appropriate mechanical means of handling.
- All employees are to be instructed on the safe procedure for lifting during the pre-start health & safety induction, a safety chart showing safe lifting techniques is also to be displayed on the site notice board.

#### 4.4 Construction (Design and Management) Regulations 2007

CDM Regulations 2007 will be fully complied with when carrying out all construction work. Additional duties as appropriate under Part 3 of the Regulations will be followed when projects are notifiable in addition to those Regulations (26 to 44) in part 4.

Where a project is notifiable and the company performs the role of Principal Contractor, duties under Regulations 22, 23 & 24 will be followed. The company shall plan, manage, and monitor the Construction Phase in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to the health and safety of all involved parties.

- No work shall be undertaken following appointment by the client until the CDM Coordinator for the project has been confirmed.
- The pre Construction Information Pack issued by the CDM Coordinator will be made into a working Construction Phase Health and Safety Plan and will include any rules that are reasonable and necessary for the health and safety management of the project. Plans will be developed for, but not limited to:
  - Site Security (Boundary/Access and Egress).
  - Site Establishment.
  - Traffic Plan.
  - Material Storage.
  - Hazardous and Flammable Materials.
- Suitable Welfare facilities will be provided throughout the Construction Phase as per Schedule 2 of the CDM Regulations 2007 (see Section 4.11 of this Policy).
- The competence of any others that are to be appointed will be assessed by: -
  - Requesting a copy of sub contractors Health and Safety Policies.
  - Requesting and reviewing sub contractors project Health and Safety Plans.
  - Requesting copies of appropriate generic and or project specific risk assessments and method statements.
  - Obtain trade/skill specific competence documents as appropriate.
- Sub-contractor health and safety documentation files will be prepared for hand over to the CDM Coordinator for inclusion in the project Health and Safety file.
- All contractors will be monitored to ensure compliance with the Health and Safety Plan.
- Site health and safety monitoring will be carried out through periodic inspection; this will include all company(s) and the individual person's performance.
- Information will be issued to all contractors on risks to employees that the project work may create.
- All employees will be provided with proper and appropriate information and training as required by legislation, together with information about risks to their health and safety.
- Everyone on site will be given the opportunity to discuss Health and Safety issues that may affect them and to coordinate all views.
- Reasonable direction will be given, as appropriate, to any sub contractor on the project.
- Arrangements will be put in place to ensure only authorised persons are allowed on a site or premises where construction work is being carried out.

#### 4.5 Hazardous Substances

- All hazardous substances used on Company premises or construction sites will be used in conjunction with a suitable and sufficient COSHH assessment.
- The Managers are responsible for preparing COSHH assessments that are required for use of hazardous substances and /or materials in their respective departments
- The use of hazardous substances in the workplace will be controlled by following guidance taken from the eight steps under COSHH Regulations as follows:
  - Assess the risk
  - Decide what precautions are needed
  - Prevent or adequately control exposure
  - Ensure control measures are maintained
  - Monitor the exposure
  - Carry out appropriate health surveillance where required
  - Prepare plans and procedures to deal with accidents, incidents and emergencies
  - Ensure employees are properly informed, trained and supervised
- Employees and Subcontractors will be advised at induction they are not to use any hazardous materials or substances without a suitable assessment and where required, safety method statement.

#### 4.6 Asbestos

- No minor demolition works or building maintenance works are to proceed until an asbestos survey has been obtained from the client or carried out on behalf of the client. All work involving the surveying of possible asbestos materials and the removal of asbestos materials is to be carried out by specialist registered subcontractors only.
- When required, all employees will be notified of the possibility of asbestos materials being present during site works and what to do and who to report to if they come across suspect material during their work, at the site induction session.
- In accordance with Regulation 10 of the Control of Asbestos at Work Regulations 2006, all employees liable to be exposed to asbestos at work shall receive mandatory asbestos awareness training.

#### 4.7 Emergencies

- Where construction projects are undertaken on occupied premises, arrangements will be made to ensure strict compliance with existing emergency procedures.
- The Company will provide adequate information and instruction to employees in respect of site emergency procedures.
- Arrangements for emergency procedures will be included in the Health & Safety Plan.

#### 4.8 Fire

- Fire prevention systems including, where appropriate, the development of a fire plan will be implemented to meet fire safety requirements on site.

- All company owned buildings and where necessary, temporary site facilities will be Fire risk assessed in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- On all corridors, adjacent to extinguishers, an emergency notice is sited. All fire exit doors and fire doors are marked.
- All staff are aware of their duties in the event of a fire through the Fire and Emergency Evacuation Procedure issued at induction and periodic fire drills. The Office Health and Safety Administrator is responsible for maintaining the roll call register.
- The Managers will assess the risks on any Site prior to commencement of a contract and a suitable and Emergency Evacuation Procedure plan will be prepared.
- All Site compounds will have a fire point clearly marked complete with necessary extinguishers.
- Fire rules of client occupied premises will be adhered to.
- Fire Extinguishers will be checked on an annual basis.

#### 4.9 Accident Reporting

- The Managers are responsible for investigating & reporting of accidents which occur on their respective sites, in the first instance to the Health & Safety Administrator.
- HSE to be informed of any injury or dangerous occurrence classified under The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) on Form F2508
- HSE to be informed of any work-related disease classified under (RIDDOR) on Form F2508A.
- All accidents to employees and Sub-Contractor personnel must be reported and recorded in the Company accident book and Company accident investigation form. Any damage to Company owned or hired plant and equipment must be reported as a near miss incident to the Contract Manager and / or Nominated Site Foremen. If necessary the Company Health & Safety consultant will carry out full accident investigations.

#### 4.10 First Aid

- The Company will provide sufficient facilities, equipment and trained persons to deal with accidents and injuries at work. At a minimum there will be one first aid appointed person on all sites.
- Sufficient first-aid boxes will be available, first aiders are responsible for carrying out regular checks to ensure boxes are maintained and fully stocked.
- All injuries are to be recorded in the Accident Book that will be held at each site and one at the Company head office. All completed accident book entries must be forwarded to the Company head office. [via recorded mail delivery if posted]
- The names of nominated persons and the location of first-aid facilities will be prominently displayed.

#### 4.11 Welfare

- Welfare facilities will be provided to accommodate those conditions contained in the Construction Design & Management Regulations 2007 and the Workplace (Health, Safety and Welfare) Regulations 1992.
- Such arrangements will be provided so far as reasonably practicable, for:-
  - Suitable and sufficient sanitary conveniences.
  - Suitable and sufficient washing facilities.
  - An adequate supply of drinking water.
  - Suitable and sufficient accommodation for the storage of clothing.
  - Suitable and sufficient rest facilities.

#### 4.12 Environmental – Waste Disposal

- Refer to Company Environmental Policy Arrangements.
- A Site Waste Management Plan will be produced as required by the Site Waste Management Plans Regulations 2008.
- Works will be conducted so far as is reasonably practicable, so as not to cause a nuisance, with noise and/or dust.
- Special/Controlled waste will be disposed of and notified to the appropriate authority as relevant.
- Special regard will be made to any implementation of the Environment Protection Act 1990.

#### 4.13 Environmental – Workplace

- Where the first action noise level is reached 80 dB(a), operatives will be advised and suitable ear protection will be made available for use if required.
- Where the second action level is reached 85 dB(a), operatives must wear suitable ear protection to prevent any possible hearing damage. Signs will be displayed to identify hazardous areas of the workplace.
- The Company shall, as far as is reasonably practicable, ensure that the workplace has adequate ventilation and suitable and sufficient lighting where required.

#### 4.14 Personal Protective Equipment

- Personal Protective equipment will be issued to all company employees. Minimum standard issue will consist of safety footwear and safety helmet with high visibility vests, hand, eye, ear and respiratory protection when required. Other specialist safety clothing and equipment will be issued as site work dictates through risk assessment and safety method statement.
- Equipment is provided without charge to all direct operatives.
- It is Company Policy that helmets and boots will be worn by all operatives on sites.

- A sufficient supply of personal protective equipment will be available on each site to suit site conditions and PPE will be stored when not in use within site changing cabins or other such appropriate facilities.
- When necessary PPE will be maintained in accordance with the manufacturers instructions.

#### 4.15 Electricity at Work

- The Director Responsible for Health and Safety will ensure all electrical installations and equipment (including portable tools & equipment) used by the company are tested and inspected by a competent person in compliance with statutory requirements and codes of practice.
- The Managers and Site Supervisors are responsible for ensuring all electrical works and repairs are carried out by trained competent electricians only.
- Temporary supplies to site accommodation and storage units can be of 240v power.
- All supplies to Sites must be transformed down to 110v and all tools must be double insulated.
- Where possible all extension leads and lighting systems etc. should be secured at high level rather than on the floor.
- All repairs to cables and electrical equipment should be properly executed by an Electrician.
- Ensure that broken lamps are replaced as soon as possible - first check that power has been switched off.
- All power tools must be examined and tested at determined intervals depending on use by a competent person and the results of that examination recorded. Records are retained at Head Office.
- All cables, transformers, generators etc. should be examined for frayed cables, poor connections etc. and the fault rectified by an Electrician.
- The Checklist for all operators of electrical tools will be as follows:
  - Before use, visually inspect portable electric equipment for damage and report any defects immediately for repair by a competent person.
  - Check that cables are not frayed and that all screws etc. are secure and that casing is not cracked.
  - Check that plug is correct and that 110v is supplied.
  - Disconnect from power source when not in use.
  - Do not carry tool by its cable.
  - Do not use until the equipment until repaired, tested and verified by a Portable Appliance Test label.

#### 4.16 Work at Height

- All works at height carried out on behalf of the Company will comply with the Working at Height Regulations 2005. Where necessary the appropriate safety equipment and /or plant will be provided to ensure safe systems of work at height are applied and operators are competent in its use.

#### 4.17 Use of Mobile Cranes

- All work carried out with the use of a mobile crane must be pre-planned and have a lifting plan prepared by a trained "competent person", all crane lifts must be fully supervised using a competent trained person.

#### 4.18 Hand Arm Vibration

- To minimise health risks in relation to Hand Arm Vibration, it will be policy to use low vibration tools and where through risk assessment, repetition in use is identified, task rotation will be employed in so far as reasonably practicable to minimise such risk.
- Where equipment becomes worn out it will be policy to provide replacements that are suitable for the work to be carried out and where practicable, more efficient and lower vibration.
- All work equipment will be suitably maintained in accordance with the manufacturers instructions to avoid increases in vibration. Blunt and damaged tools will be replaced where necessary.
- Where applicable, workstation designs will be set up to reduce the effects on employees, hands, wrists and arms.

#### 4.19 Health Surveillance

- Any employee who works with materials, equipment in an environment or on an activity that either after (1) consultation with their line manager (2) risk assessment (3) application of control measures, give rise to a concern on the impact to their health and safety, will be required to complete a company health questionnaire. If a completed questionnaire substantiates initial concerns identified or expressed and after discussion with the employee, they will be requested to consult with their GP for further advice and assessment.
- The company may, after full and appropriate testing of the working environment to which their employees are or may possibly be exposed, including noise, dust or any other hazardous agent, determine health surveillance be actioned through a qualified occupational health Nurse/Practitioner. The results of any such tests will only be disclosed to the benefit of the employee and with full regard to their rights on privacy under the Data Protection Act 1998.

#### 4.20 Office Health and Safety

- All electrical portable appliances will be visually monitored by operators but shall have a periodic combined inspection and test.
- All reasonably practicable steps will be taken by the Company in compliance with the Display Screen Equipment (DSE) Regulations 1992, to ensure the health of employees working with DSE, and to ensure that any risks are kept to a minimum. Employees who are frequent users of DSE for the purposes of the Company's undertaking as a part of their normal work are recognized as DSE users.
- The company will, in consultation with DSE users, implement the following procedure:-
  - The Health and Safety Administrator in consultation with the DSE user will either issue a operator self assessment or carry out a risk assessment taking into account the DSE, Furniture, Environment and Individual User.
  - Principal risks and control measures for musculoskeletal (MSD), visual issues (eye strain and testing) and breaks/job rotation will be considered.
  - Where after risk assessment a vision issue is identified, for a frequent user of DSE, the company will arrange for the provision of full eye examination upon request,. Where special corrective appliances are prescribed specifically for work at DSE, the company will meet basic cost of suitable lenses and standard frames.

#### 4.21 Monitoring

- The Director Responsible for Health & Safety will arrange for regular independent work place safety inspections to be carried out by the company H&S Consultant to ensure performance standards are being adhered to. These inspections also take into account sub-contractor work activities, training and safety documentation checks.

#### 4.22 Work Equipment

Work equipment includes all portable tools and any equipment or machinery used at work.

- The Director Responsible for Health and Safety will ensure arrangements are made for all company owned or hired plant to be maintained, inspected and tested in accordance with statutory legislation.
- Provide information, Instruction and training for employees using plant and machinery owned or hired by the company (Hired equipment should be serviced and tested by the hire company).
- Arrange for Portable Appliance Testing of company owned plant and machinery.
- The keeping of all maintenance test and inspection records of company owned plant and machinery.
- Ensure all sites have adequate arrangements to inspect plant and machinery in accordance with statutory legislation.
- Work equipment must be safe for use and have all necessary guards in place during use. Tools and machines must not be used in any way that can be a source of danger to the health and safety of personnel on site at any time.
- Portable gas bottles must be securely stored both on site, in transit and within the company premises. Inspection/maintenance is to be carried out in line with statutory legislation.

#### 4.23 Alcohol and Drugs

Employees are responsible for their own acts or omissions (s7 of the HSWA); misuse of alcohol or drugs in the workplace can constitute a criminal offence and cause serious health and safety risks.

- Personnel suspected of being under the influence of drink or drugs will be subject to suspension and possible disciplinary action in accordance with company procedure.
- A Sub contractor would be removed from site and referred to their respective employer for appropriate action.

#### 4.24 Audit and Review

- An annual audit will be carried out by the company Health & Safety Consultant, who will provide the Director Responsible for Health & Safety with a report of policy and systems compliance across all areas of the business.
- Existing management systems, procedures and safe systems of work will be revised according to the significance of identified failures.
- The Director Responsible for Health & Safety and Managers shall ensure that all amendments are incorporated into the Health & Safety Policy and brought to the attention of all those employed by the company.

## 5.0 ENVIRONMENTAL POLICY STATEMENT

Air Cool Engineering Midlands Limited recognises that its business activities have an impact on the environment. The company is committed to reducing its impact through the adoption of a planned and co-ordinated management system.

Specifically the company will aim to: -

- Ensure that all current and anticipated environmental legislation relating to the companies operations is fully understood and implemented.
- Ensure that all duties are met under the Site Waste Management Plans Regulations 2008, achieving high standards in its management of waste with the view to reducing waste to a minimum.
- Reduce energy consumption through a programme of systematic management and thereby reduce the environmental impact associated with energy production and use, principally the production of co2.
- Make savings wherever practical and feasible to reduce the consumption of water and other natural resources.
- Select materials, which will minimise the impact on the environment, whilst recognising the need to meet specific performance requirements.
- Ensure that all employees are fully aware of the company's environmental objectives and have the knowledge and resources to meet their specific responsibilities.
- Give due care and attention to environmental considerations in decisions about new developments and when purchasing new equipment and machinery.
- Be kept informed of and adopt best practices in all areas of the environment in which the company operations have an impact.
- Communicate this policy to customers, suppliers and other organisations, and encourage their active support and involvement.
- Set detailed, quantified and realistic objectives and targets to implement this policy.

Signed: .....

Dated: April 2009

**Mr D Clews - Director Responsible for Health and Safety**

## 5.1 Arrangements for Environmental Protection

The Company will conduct its business in a manner that conserves the environment and protects the safety and health of its employees, customers and the community.

**This commitment is based on the following principles: -**

**1. We shall provide our employees with a safe and healthy workplace.**

In support of this principle, the company will: -

- \* Provide hygiene, occupational health, safety, hazardous materials transportation, and fire prevention programs.
- \* Train employees to fulfil their Environmental, Health and Safety responsibilities.
- \* Provide hygiene and safety programs for controlling possible employee exposures to chemical, physical or other hazards in the workplace.
- \* Maintain records and investigate all workplace accidents and illnesses to correct promptly any unsafe conditions or practices.
- \* Inform visitors, contractors, and contract employees of appropriate safety and health policies and encourage full compliance with these policies.

**2. We shall protect the environment and the community.**

In support of this principle, the company will: -

- \* Control and minimise air emissions, wastewater discharges, and waste generation.
- \* Maintain adequately staffed emergency response programs for protecting employees, the public, and the environment.
- \* Promote safe transportation of hazardous materials, including waste, through careful selection of vendors and transportation routes.

**3. We shall conserve natural resources.**

In support of this principle, the company will: -

- \* Conserve energy and recycle materials as an integral part of business operations.
- \* Promote applications of our products and information technology for protecting the global environment.

**4. We shall communicate known hazards, along with necessary safety precautions, to our employees, customers, and the community.**

In support of this principle, the company will: -

- \* Encourage employee involvement in the continued improvement of our overall environmental health and safety programme.

- \* Respond promptly to incidents involving our business operations by providing technical advice, resources for assistance, and effective communications.

**5. We shall evaluate potential hazards associated with our operations.**

In support of this principle, the company will: -

- \* Support the development of improved methods of recycling and recovering materials through public and private initiatives.

**6. We shall consider full compliance with the law as being the minimum acceptable standard.**

In support of this principle, the company will: -

- \* Implement measures to ensure full compliance with applicable laws and regulations.